

CITY OF TAKOMA PARK		Schedule No.
RECORDS RETENTION AND DISPOSAL SCHEDULE		M242
Supersedes Schedule M192		Page 1 of 1
PUBLIC WORKS		Division: STREET MAINTENANCE
Item No.	Description	Retention
1.	Plat Maps Includes all available surveyor plat maps of streets within the city.	Retain permanently. Transfer periodically to the Maryland State Archives.
2.	Street Maintenance Files Includes records of repairs, maintenance and complaints.	Retain for 5 years, then destroy.
3.	Utility Permits Includes copies of applications and utility company documents requesting right-of-way permit.	Retain for 3 years, then destroy.
4.	Subject & Project Files Correspondence and materials related to individual subjects and/or projects.	Screen annually and destroy material that is no longer needed for current business.

Approved by Department, Agency, or Division Representative:	Schedule Authorized by State Archivist.
Date <u>09-10-07</u>	Date <u>4 Jun 08</u>
Signature <u>Barbara B. Matthews</u>	Signature <u>Edward C. J. Gump</u>
Print Name <u>Barbara B. Matthews</u>	
Title <u>City Manager</u>	